

WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees/Exam List *
*See below eligibility requirements.

Location: Student Affairs Office
Danbury, CT - Midtown Campus

Salary: \$50,838 – \$65,788

Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.

Job Posting No: 056244

Closing Date: Tuesday, June 3, 2014

Responsible for the full range of administrative support duties for the Dean of Students. Serves as a pleasant, professional and student-centered first point of contact for students, faculty and staff. Provide coverage and back up support as needed to the Vice President's office staff. Duties include: oversight and updating Student Consent form database, assisting with disciplinary system processing, assist with all aspects of Orientation including updating of webpages, in collaboration with the VP's CSU Administrative Assistant, oversight of student workers and approval of time sheets, advertising for student affairs-related events, assist (possible chairs committee) with the Student Leadership Banquet, process incoming/outgoing mail, answer/screen phone calls, word processing, filing, correspondence, troubleshooting particularly with/for students in need, arranging and coordination of meetings, orders and maintains office supplies, and assist with tracking budgets. Experience with Microsoft Office is required. Familiarity with mail merge and SharePoint preferred.

ELIGIBILITY REQUIREMENTS: Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

MINIMUM QUALIFICATIONS REQUIRED: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor). Knowledge of office administration, such as budgeting, personnel administration, purchasing, etc. is critical to the Administrative Assistant.

GENERAL EXPERIENCE: Four (4) years' experience above the routine clerk level in office support or secretarial work.

SPECIAL EXPERIENCE: One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

SUBSTITUTION ALLOWED: College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

APPLICATION INSTRUCTIONS: Prospective candidates must apply via email by submitting a cover letter, which includes the contact information of three (3) current professional references along with a resume to Ms. Peggy Boyle, Assistant Director of Human Resources. Materials must be submitted via email to: hrpositions@wcsu.edu as one (1) complete file (PDF or Word format only) and not via multiple attachments. In subject line of email reference the following: Your Last Name - #056244 Administrative Assistant. Do not submit the state application. Application materials must be received in the above format no later than **Tuesday, June 3, 2014**. Late applications will not be accepted.

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.